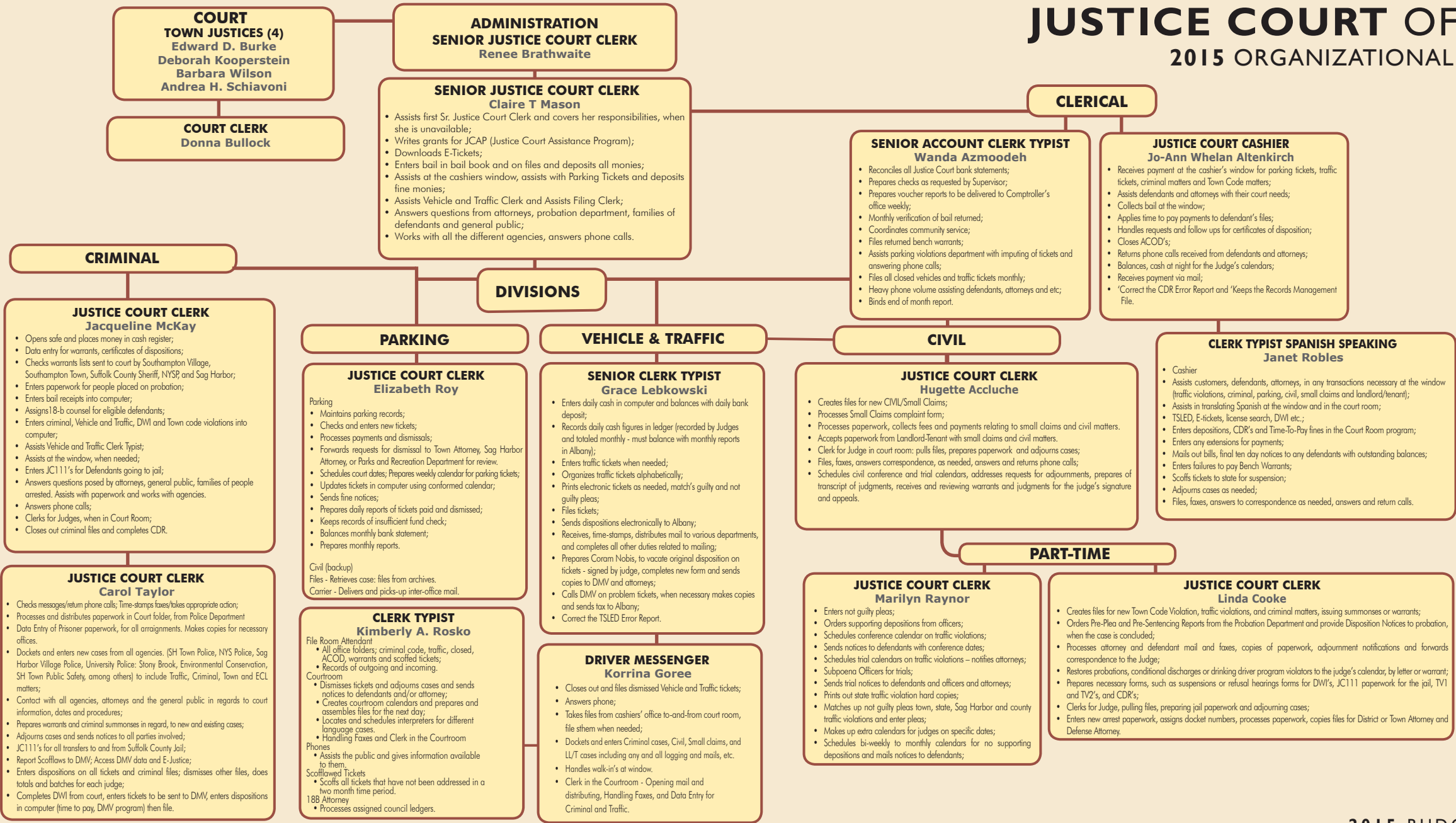


JUSTICE COURT OFFICE

2015 ORGANIZATIONAL CHART



Department Summary

Department: Justice Court

Budget Year: 2015
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Renee Brathwaite

NOTES:

Departmental Mission & Responsibilities:

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within Town of Southampton. Complaints are handled from the following agencies: Southampton Town Police, New York State Police, Suffolk County Sheriff, Suffolk County Police, Park Rangers, Environmental Conservation, Bay Constables, Fire Marshal and Building and Zoning. Each court case involves many procedures. For the cases, the initial information must be keyed in and the defendant's plea must be entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The cases must be scheduled for arraignment, for conferences, and maybe for trial. The Judge's decision must be noted, if any payment, it is posted to the computer, deposited in the bank, the processing of paperwork; and then the final procedure is to close the case manually and electronically both in CDR and TSLED.

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Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. In 2013, the Justice Court handled over 45,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. In 2013, this Court had over 50,491 people pass through the metal detector with approximately 16,685 activations. Total 2013 revenue of \$3,030,402.82 was collected and the New York State Comptroller returned \$1,856,569.60 to the Town.

Arraignments are held on Saturday, Sunday and Monday mornings and Wednesday afternoons, as well as all Holidays. Small Claims and Civil Court is held on Monday and Friday Mornings, as well as some Wednesday evenings. Traffic tickets are heard every day of the week, whether in morning or afternoon sessions. Criminal cases are heard on Tuesday, Wednesday and Thursday in the morning and afternoon sessions. The Town Codes are heard on Friday afternoons and Parking tickets are heard on Thursday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. Veterans Court is heard on Wednesday mornings. Night Court is held on Wednesday nights for Small Claims, Civil and some Town Code matters.

To handle this workload, there are four (4) Judges using three (3) courtrooms, along with one (1) Chief Court Clerk, thirteen (13) full time clerks, two (2) part time clerks, one (1) law clerk, two (2) stenographers, and two (2) interpreters. Every summer there are Law interns to assist the Judges. Also, assisting the Courts are four (4) court officers (budgeted through the Police Department) and a Domestic Violence staff (budgeted through the Business Management Department, supported through Justice Court fines and fees as per Chapter 8 of the Town Code).

In November 2003, the Drug Court (East End Regional Intervention Court (EERIC)) was started with Southampton Town Justice Deborah Kooperstein and Riverhead Town Justice Allen Smith. It started with one defendant and now has many defendants and over fifty (50) graduates. In April of 2014, the Veterans Court was started with Southampton Town Justice Andrea Schiavoni. It Started with one defendant and now has 5 defendants.

In June of 2002, the Court started to accept credit cards with Master Card and Visa. With this additional workload and the volume increasing each year, the computer system had to be updated and the Court chose Service Education Inc. (SEI). In May of 2004, the system became Windows NT platform and the Court was able to electronically submit the monthly reports to the State. In 2005, the system was updated to allow the Court to upload the Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). At that time, the system also allowed the New York State Police to be able to start the new TRACS tickets. In 2014, the system also allowed the Town Police to be able to start using he TRACS system. In 2008, the Court obtained access to use the EJUSTICE system and the DMV Call system. In August of 2012 the Court started an amnesty program, which allowed the court to pilot an online credit card payment program through N-Court.

With such a large workload, there is a huge demand on equipment, computers and technological devices. Since 2001, the Court staff has been successfully writing and applying for grants to secure these items. The application of grants are submitted to the Office of Court Administration (OCA), the Justice Court Assistant Program (JCAP), as well as the Justice Court Survey through OCA.

Department Summary

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NOTES:

Goals & Objectives:

- 1. Continue to cross train the staff to optimize resources and improve level of service.
- 2. Continue to optimize the CDR, EDATE, EJUSTICE, and DMV Call programs.
- 3. Continue to optimize the online credit card payment program through N-Court for parking tickets.
- 4. To consider the online credit card program through N-Court for traffic tickets.
- 5. Complete the update record keeping and microfilming of the court's data.
- 6. Consider the expansion of the Video Arraignment with Sag Harbor Village.
- 7. Consider the expansion of the front lobby of the court.

Legal Authority:

The Traffic Violations Bureau of the Court was established pursuant to Sec. 67-1 of the Town Code.

Town of Southampton

2015 Tentative Budget

Justice Court - 1110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	1,538,183	1,538,183	1,594,208	1,594,208	1,594,208	1,675,247	1,674,247	80,039	5.02%	1,699,556	1,698,556	24,309	1.45%
Total Real Property Taxes		1,538,183	1,538,183	1,594,208	1,594,208	1,594,208	1,675,247	1,674,247	80,039	5.02%	1,699,556	1,698,556	24,309	1.45%
Other Revenue:														
2770	Miscellaneous	0	550	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3021	State Aid - Court Facilities	0	8,780	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3330	County Aid	70,000	71,375	75,000	75,000	73,530	75,000	75,000	0	0.00%	75,000	75,000	0	0.00%
5031	Interfund Transfer - Revenue	40,000	40,000	14,600	14,600	14,600	0	0	(14,600)	(100.00%)	0	0	0	0.00%
Total Other Revenue		110,000	120,705	89,600	89,600	88,130	75,000	75,000	(14,600)	(16.29%)	75,000	75,000	0	0.00%
Total Revenue		1,648,183	1,658,889	1,683,808	1,683,808	1,682,338	1,750,247	1,749,247	65,439	3.89%	1,774,556	1,773,556	24,309	1.39%
Salaries:														
6100	Salaries	882,269	882,268	896,686	896,686	597,497	913,475	913,475	(16,788)	(1.87%)	928,030	928,030	(14,555)	(1.59%)
6105	Part Time Salaries	34,014	35,554	34,538	34,538	20,652	36,598	36,598	(2,060)	(5.96%)	36,598	36,598	0	0.00%
6110	Longevity	17,516	17,505	19,623	19,623	0	20,777	20,777	(1,154)	(5.88%)	21,192	21,192	(416)	(2.00%)
6127	Cash in Lieu of Health Benefits	750	1,500	1,500	1,500	500	0	0	1,500	100.00%	0	0	0	0.00%
Total Salaries		934,549	936,827	952,348	952,348	618,649	970,850	970,850	(18,502)	(1.94%)	985,820	985,820	(14,971)	(1.54%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	120,984	212,852	118,397	133,893	93,690	155,520	155,520	(21,627)	(16.15%)	157,991	157,991	(2,470)	(1.59%)
6830	FICA Tax Expenditure	71,815	69,729	72,855	72,855	46,017	74,270	74,270	(1,415)	(1.94%)	75,415	75,415	(1,145)	(1.54%)
6835	MTA Tax	3,209	3,099	3,238	3,238	2,045	3,301	3,301	(63)	(1.94%)	3,352	3,352	(51)	(1.54%)
6840	Worker's Compensation	6,354	6,354	8,343	8,343	4,550	7,704	7,704	639	7.66%	7,876	7,876	(172)	(2.24%)

Town of Southampton

2015 Tentative Budget

Justice Court - 1110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
6860	Medical Insurance - Active Employees	240,521	232,934	253,030	253,030	162,260	271,080	271,080	(18,050)	(7.13%)	271,080	271,080	0	0.00%
6865	Dental & Optical	22,089	19,213	22,160	22,160	13,560	22,160	22,160	0	0.00%	22,160	22,160	0	0.00%
6875	Disability	662	468	662	662	(72)	662	662	0	0.00%	662	662	0	0.00%
Total Employee Benefits - Current		465,634	544,648	478,685	494,181	322,050	534,697	534,697	(40,516)	(8.20%)	538,536	538,536	(3,839)	(0.72%)
Total Employee Costs		1,400,183	1,481,475	1,431,033	1,446,529	940,699	1,505,547	1,505,547	(59,018)	(4.08%)	1,524,356	1,524,356	(18,809)	(1.25%)
Equipment:														
6200	Equipment	0	8,662	0	0	0	0	0	0	0.00%	0	0	0	0.00%
Total Equipment		0	8,662	0	0	0	0	0	0	0.00%	0	0	0	0.00%
Contractual:														
6401	Contracts	3,400	2,810	3,800	3,800	2,144	3,300	3,300	500	13.16%	3,300	3,300	0	0.00%
6406	Repair Equipment	400	354	400	400	135	200	200	200	50.00%	200	200	0	0.00%
6410	Postage	16,800	12,838	14,100	14,100	11,452	14,100	14,100	0	0.00%	14,100	14,100	0	0.00%
6411	Printing and Stationery	6,000	9,215	6,000	6,000	2,587	6,000	6,000	0	0.00%	7,000	7,000	(1,000)	(16.67%)
6412	Publications	1,900	1,886	1,900	2,900	1,862	1,900	1,900	1,000	34.48%	1,900	1,900	0	0.00%
6416	Travel, Dues and Related	2,500	4,090	5,000	5,000	1,872	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6419	Microfilming	500	0	500	500	0	200	200	300	60.00%	200	200	0	0.00%
6423	Small Equipment (Non-Capital	1,500	1,798	2,900	2,900	0	2,000	1,000	1,900	65.52%	1,500	500	500	50.00%
6425	Office Supplies	5,500	3,483	4,500	4,500	2,591	4,000	4,000	500	11.11%	4,000	4,000	0	0.00%
6428	Drug Court Expense	20,000	13,257	25,000	24,000	17,512	20,000	20,000	4,000	16.67%	20,000	20,000	0	0.00%
6434	Interpreters	80,000	78,800	80,000	80,000	49,500	80,000	80,000	0	0.00%	83,000	83,000	(3,000)	(3.75%)
6435	Stenographer	100,000	90,058	100,000	100,000	57,820	100,000	100,000	0	0.00%	102,000	102,000	(2,000)	(2.00%)
6450	Schools & Training	2,500	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%

Town of Southampton
2015 Tentative Budget
Justice Court - 1110

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6466	Telephone - Wireless	0	442	675	675	528	0	0	675	100.00%	0	0	0	0.00%
6477	Copier Leases	7,000	6,531	8,000	8,000	3,095	8,000	8,000	0	0.00%	8,000	8,000	0	0.00%
	Total Contractual	248,000	225,560	252,775	252,775	151,099	244,700	243,700	9,075	3.59%	250,200	249,200	(5,500)	(2.26%)
	Total Expenditures	1,648,183	1,715,698	1,683,808	1,699,304	1,091,797	1,750,247	1,749,247	(49,943)	(2.94%)	1,774,556	1,773,556	(24,309)	(1.39%)
	Net Surplus (Deficit)	0	(56,809)	0	(15,496)	590,541	0	0			0	0		
	Appropriated Fund Balance:													
9090	Appropriated Fund Balance	0	0	0	15,496	0	0	0			0	0		